

~~SECRET~~  
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14 October 1960

MEMORANDUM FOR THE RECORD

SUBJECT: Filing Requirements for Forthcoming IG Visit

1. On this date, the undersigned visited Mr. [REDACTED] OL/AS, to ascertain the criteria for maintaining files in Planning Staff to comply with requirements of the IG. Mr. [REDACTED] stated he knew of no specific requirements regarding files, and referred the undersigned to Miss [REDACTED] OL/Registry.

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2. In consultation with Miss [REDACTED] the undersigned outlined the present filing system in Planning Staff as follows:

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a. All official file copies, with back-up papers, will be filed in the office of Chief, Planning Staff, with the exception of [REDACTED], and Emergency Relocation Planning, which will be filed in Branch #2.

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b. Branch files will contain working papers only, with the exception of the projects mentioned above.

c. In the case of current projects, Planning Officers may keep official project folders at hand until such time as the project becomes complete or inactive, at which time the official project folder will be returned to the Office of the Chief, for retention.

3. Miss [REDACTED] stated this system was in keeping with the Records Control schedule set up for each Division and Staff in Logistics, which has recently been reviewed. Mr. Garrison has approved the revised schedule, and each office will be sent a copy for their files. Miss [REDACTED] stated the important thing in relation to the IG's visit would be that should the IG ask to see a certain file, it be readily available.

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4. The undersigned will consult with each of the Branch Chiefs, to ensure that all official files, with the exception of the projects mentioned above, and those currently being worked on, are returned to the Office of the Chief for retention.

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Distribution:

Orig - M/R File

1 - Official (OL/PS)

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OL/PS:

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BOX NO. FLD NO. DOC. NO. 3 NO CHANGE  
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